Volunteer Time Sheet

REPORT DUE BY 3RD OF EACH MONTH

Name _____ Month_____ Year _____

DATE	Office Work (1)	Fund-Raising Project (see below) (2)	Angel Workshop (3)	Community Education or Speech (4)	Special Event (see below) (5)	TIME SPENT ON ACTIVITY	TRAVEL TIME	MILES DRIVEN

INSTRUCTIONS:
Write in the date
Write in the job description in the box under categories 1 - 5
Write in the hours spent preforming job or activity
Write in the hours spent traveling to & from the activity (if applicable)
Write in the miles traveled (if applicable)

CALCULATE TIME AS FOLLOWS:

1	–	15 minutes	=	.25
16	–	30 minutes	=	.50
31	–	45 minutes	=	.75
46	–	60 minutes	=	1.0

Examples of Special Events: Volunteer Banquet, Crochet Club, Baking, Supply Delivery, Hope Blooms, Children's Grief Camp
and anything else that is not covered in the other categories.

Examples of Fund-Raising Projects: Festival of Trees, Golf Tournament

YOU DO **NOT** NEED TO ENTER PATIENT RELATED TIME OR INSERVICE TIME.
HOSPICE WILL TAKE CARE OF THIS FOR YOU.